Payday Payroll Ltd

Payday Payroll Ltd - Modern Slavery Policy
Effective Date: 03rd January 2025

As a Compliance Officer at Payday payroll Ltd, I am proud to present our Modern Slavery Policy, which reflects our resolute commitment to eradicating slavery, forced labour, and human trafficking from our operations and supply chains. We share this policy with our potential and existing business clients to affirm our compliance with the Modern Slavery Act 2015 and our dedication to ethical business practices. By upholding these standards, we strengthen our partnerships and contribute to a fair and responsible global economy.

1. Purpose

The purpose of this Modern Slavery Policy is to:

- Prohibit all forms of modern slavery, including forced labour, child labour, and human trafficking, within our business and supply chain.
- Ensure compliance with the Modern Slavery Act 2015 and align with international standards, such as the UN Guiding Principles on Business and Human Rights.
- Identify, prevent, and mitigate modern slavery risks in our operations and partnerships.
- Provide transparency to clients and stakeholders about our efforts to combat modern slavery.

2. Scope

This policy applies to:

- All employees, directors, and officers of Payday payroll Ltd.
- Contractors, suppliers, agents, and third parties acting on our behalf.
- Our supply chains, including all tiers of suppliers providing goods or services to us.

3. Our Commitment

Payday payroll Ltd is committed to:

- Ensuring no modern slavery occurs within our direct operations or supply chains.
- Conducting due diligence to identify and address risks of slavery and trafficking.
- Promoting fair labour practices, including safe working conditions and fair wages.
- Collaborating with suppliers and partners to uphold human rights and eradicate exploitation.

4. Understanding Modern Slavery

Modern slavery includes:

- **Forced Labour:** Work performed involuntarily under threat or coercion.

- **Human Trafficking:** Recruitment, transport, or harbouring of people for exploitation.
- **Child Labour:** Work that harms children or denies them education, below the legal working age.
- **Debt Bondage:** Workers forced to repay inflated debts through labour.

We reject all such practices and comply with the Modern Slavery Act 2015.

5. Policy in Practice

- **Our Operations:** We ensure fair recruitment, voluntary employment, and compliance with UK labour laws (e.g., Working Time Regulations 1998).
- **Supply Chain:** We assess suppliers for modern slavery risks, prioritizing high-risk sectors e.g., manufacturing, agriculture or regions overseas suppliers.
- **Due Diligence:** We conduct supplier audits, questionnaires, or site visits to verify ethical practices.
- **Contracts:** Supplier agreements include clauses requiring adherence to anti-slavery standards, with termination rights for non-compliance.
- **Remedy:** If modern slavery is identified, we act swiftly to stop it and support affected individuals.

6. Responsibilities

- **Employees:** Must comply with this policy and report any suspected modern slavery.
- **Managers:** Ensure team practices align with anti-slavery commitments and monitor third-party relationships.
- **Compliance Officer:** Oversees policy implementation, conducts risk assessments, and investigates concerns.
- **Senior Management:** Approves the annual Modern Slavery Statement and drives strategic efforts to combat slavery.

7. Risk Assessment and Management

- We assess modern slavery risks annually across our operations and supply chain, focusing on e.g., geographic locations, industry sectors.
- High-risk suppliers are subject to enhanced scrutiny, such as e.g., on-site audits, worker interviews.
- Mitigation plans are developed and monitored to address identified risks.

8. Reporting Concerns

We encourage reporting of modern slavery concerns without fear of retaliation via:

- **Line Manager:** Your immediate supervisor (for employees).
- **Compliance Officer:** compliance@paydaypayroll.co.uk

Reports are investigated promptly and confidentially, with whistleblower protection under the Public Interest Disclosure Act 1998.

9. Handling Breaches

- **Investigation:** Suspected violations trigger an impartial review within 10 working days.
- **Action:** Breaches may lead to disciplinary measures (per our Disciplinary Procedure), supplier termination, or legal reporting.
- **Remedy:** We work to support victims and rectify harm where we have caused or contributed to modern slavery.

10. Training and Awareness

- Employees receive training on modern slavery risks and this policy during onboarding and [e.g., annually].
- Suppliers and high-risk partners are provided with e.g., guidance materials, workshops to ensure awareness.
- This policy is shared with staff and available to clients upon request.

11. Modern Slavery Statement

- If required under Section 54 of the Modern Slavery Act 2015 (for businesses with a turnover of £36 million or more), we publish an annual statement detailing our efforts to combat slavery and trafficking.
- This statement is approved by the Director and accessible on our website www.paydaypayroll.co.uk.

12. Monitoring and Review

- We monitor compliance through supplier audits, employee feedback, and risk assessments.
- This policy is reviewed annually or as needed to reflect updates to the Modern Slavery Act 2015 or emerging risks.
- The Compliance Officer reports progress to senior management.

13. Contact Us

For questions about this Modern Slavery Policy or to raise a concern, please contact:
Compliance Officer: compliance@paydaypayroll.co.uk
General Inquiries: info@paydaypayroll.co.uk